

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
MHSA WORKFORCE EDUCATION AND TRAINING (WET) ADMINISTRATION**

**The National Health Services Corps Multi-Year Recruitment & Retention
Assistance Application**

<http://nhsc.hrsa.gov/communities/siteapplicationinstructions.pdf>

Instructions for completing the application can be found at the above website. Below is a guide for select questions to assist mental health agencies in completing the Recruitment and Retention Assistance Application. In many cases there are directives for the Directly Operated programs. Contract Agencies will have to identify responses that are applicable to the agency's own organizational structure. If you have specific questions, please consult with the PCO office when completing the application.

1a. Type of Health Professional Shortage Area (HPSA):

X Mental Health

HPSA ID Number and Score: Go to <http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx>, enter in your sites address, and scroll down to the Mental HPSA section. The ID number and Score are listed there.

1b. Uniformed Data System (UDS) Number:

First time applicants can leave this blank, since they will have a UDS number assigned by the NHSC when their application is received. Any site that applied previously can call 1-877-313-1823 to obtain their UDS number.

1c. Practice Site Name and Location:

Enter the Site Name, Address and Phone Number.

To locate your congressional district go to <http://www.govtrack.us/congress/findyourreps.xpd> and enter your Zip Code.

Practice Site Type: To qualify, a site must be located in a Mental HPSA. An exception exists if the site is a Federally Qualified Health Center (FQHC), in which case the parent site and all satellite sites would be automatically eligible for NHSC placement.

1d. Site Point of Contact: List at a minimum the Designated NHSC Point of Contact information. Directly Operated programs should list the Program Head here.

2a. Type of Practice: See the description of Practice Types on page 4 of the instructions. Directly Operated programs must select Public Health Departments.

3a. Parent Agency Name: In the case of Directly Operated programs, list DMH Headquarters as the Parent Agency.

Contract agencies should also list their Headquarters, depending on the organizational structure.

3c. Human Resources/Recruitment

Contact: In the case of Directly Operated programs list the general Human Resources Bureau information (550 S. Vermont Ave, 12th Fl, LA 90020, 213-738-4651). Contract agencies should complete this section based on their organizational structure.

4. Staffing Levels: See the instructions for how to complete the staffing levels grid. If you are not requesting to have vacancies posted on the NHSC website, only list the number of FTE's for which you have staff that could qualify for NHSC LRP programs. This section can also be left blank if you just want to get the site approved for future use.

5. Filled Positions: Fill out a section for

each clinician who was listed in the Staffing Levels grid.

6. **Open Positions:** If vacancies were listed, complete this section.

7. **Agreement for All Participating Sites:**

Have someone with the authority to attest that the site agrees to abide by all NHSC requirements to sign . Directly Operated clinics must receive Dr. Southard's signature. Contract agencies can have CEO, COO, CFO or others sign, depending on the organizational structure.

Technical Assistance:

State Primary Care Office (PCO)

Julie Montoya

(916) 326-3732

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Recruitment Training and Support Center (RTSC)

(877) 313-1823